APPENDIX C

Sample Scoping Meeting Agenda

TIME	TOPIC	LEADER	FOCAL POINT	POSSIBLE DISCUSSION TOPICS
9:00	Welcome and Introductions	Transit System(s)	An interactive process	Sign in sheet and meet participants
9:10	Purpose of meeting	MDS	Why are we here today?	Meeting is a review and development session for PTD and Transit System staff to begin development of the final scope of work.
9:20	Transit system(s) presentation	Transit system(s)	Who are we?	Current services, gaps and needs, underserved areas, etc.
9:45	Review Guidelines for Project	MDS	How do we get there?	Follow the Guide to Completing the Five-Year CTSP Process (Tab 4 in binder).
10:05	Discuss Program Expectations	MDS	What are we looking to get out of this project?	Public Involvement Plan, Study Vision Statement, Goals and Objectives, Data collection, Project Development, Plan Development Process and Tracking, Transit Demand Analysis, Transit System, Capital, Institutional/Management, Financial and Development Alternatives, Implementation plan
10:30	Review Contact Information Form	MDS	Who are the project participants?	Review who is the primary contact person, stakeholders, participating agencies, etc. Use (Tab 10 in binder) Contact Information Form to discuss the necessary contact information.
10:45	Review General Scope of Work	MDS	What are the project parameters?	General scope of work is a guideline for development of final scope; it should support the mission, goals and values established by the North Carolina Department of Transportation.
11:15	Assess Transit System Needs	Transit System(s)	What do we need to accomplish this project?	Discuss in detail any gaps and needs in existing service, future growth expectations, funding opportunities, staffing issues, etc.
11:40	Discuss Project schedule	MDS	When will the project be completed?	Discuss the project timeline, reporting and invoicing schedules, deliverable timelines, etc.
12:00	Discuss Project Funding and Invoicing	MDS	How is project funded?	Inform transit system that all invoicing and reporting will be provided by the consultant.
12:15	Project Questions and Needs	LSA Firm	What do we need to know?	Project scheduling, invoicing, reporting, primary contact information, transit needs, gaps, etc.
12:30	Open Discussion	All	Are there any questions?	This is an open floor discussion on any topics not covered in agenda.
1:00	‘Ride About’	All		
1:30	Adjourn			